

## Travel Cover Sheet

Traveler/s Name: Sonja Farak

Dates of Trip: March 18, 2012 – March 23, 2012

Destination: Dulles, VA

When submitting your travel packet please include this cover sheet check off list. Please check the appropriate box which supports your TAF submission.

### Conference/Meeting Organizer

- Invite-include specifics why attendance is mandatory
- Chief of Staff Memo- provide memo
- Late travel- provide memo if out of state request is three weeks or less

### Transportation

- Airfare- provide backup to support TAF request
- Train fare- provide backup to support TAF request
- Taxi Fare- provide backup to support TAF request
- Shuttle/Bus Fare- provide backup to support TAF request
- Parking Fees- provide backup to support TAF request
- Ground Transportation- provide backup to support TAF request

### Lodging

- Hotel Charges- provide backup to support TAF request

### Meals

- Meal Allowance-provide summary of travel rates sheet to support TAF request

### Other Fees

- Admissions/Registration Fee/Agenda-provide backup to support TAF request

Travel Liaisons: Sydney Fuller-Jones

Date: 2/7/2012

Phone: (617) 983-6237

Approved A&F Director:

Grace Connolly

Date: 2/3/12

Updated 5/7/2010

Received: Comm. Office  
Budget Office  
POS

MA Department of Public Health  
Travel Request Form  
Sequence #

Traveler(s): Sonja Farak

Travel Liaison: Sydney Fuller-Jones Mailing Address: HSLI, 305 South Street, Jamaica Plain, MA 02130

Bureau/Program: HSLI Phone: 617-983-6237

Event: Drug Enforcement Administration Forensic Chemist Seminar

Destination: Dulles, VA Dates/s: 03/18/2012 - 03/23/2012

Check One:  In State/OVERNIGHT Stay Travel  X Out of State Travel

Total Expense: \$1,491.61

Funding Source:

State Account # \_\_\_\_\_ Account Name: \_\_\_\_\_  
 X Federal Account # 8100-9749 Account Name: COVERDELL GRANT  
 Federal Agency: \_\_\_\_\_  
 Private Funds: \_\_\_\_\_ Attach Travel Disclosure Form  
 Personal Funds: \_\_\_\_\_  
 Other: \_\_\_\_\_

Budget Office: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Commissioner's Office:

Approved

Denied

Reason: \_\_\_\_\_

Resubmit

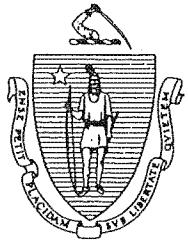
Please provide the following information:

Documentation supporting the fact that travel is required.

Documentation supporting the fact that expenses will be covered.

Documentation supporting the fact that multiple travelers must attend.

Other: \_\_\_\_\_



The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Department of Public Health  
William A. Hinton State Laboratory Institute  
305 South Street  
Jamaica Plain, MA 02130

DEVAL L. PATRICK  
GOVERNOR

TIMOTHY P. MURRAY  
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD  
SECRETARY

JOHN AUERBACH  
COMMISSIONER

**TO:** Chief of Staff

**FROM:** Sonja Farak

**RE:** Travel Request

**DATE:** 02/06/2012

Your approval is requested for ( X ) Out of State travel or (    ) In State Overnight travel for the following:

Name/s of Travelers: Sonja Farak/Hevis Lleshi

Conference/Meeting (spell out event title/no acronym): Forensic Chemist Training Seminar conducted by the Drug Enforcement Agency Special Testing and Research Laboratory

Location of Conference/Meeting: Dulles, VA

Dates of Travel: March 18, 2012 – March 23, 2012

Briefly describe the purpose for the conference/meeting:

A week-long Forensic Training Seminar administered by the Drug Enforcement Administration geared to State and local Forensic Scientists.

Provide a brief explanation of why travel is essential, why it is necessary that you travel and the benefit to the Department and Commonwealth:

It is imperative to chemists to learn current analytical methods and procedures employed by forensic science laboratories. This course provides hands-on training and instructions on methods used in the analysis of controlled substances. It also provides training in court testimony procedures.



**THE COMMONWEALTH OF MASSACHUSETTS**  
**TRAVEL AUTHORIZATION FORM (Form TAF)**

Shaded areas must be completed if travel is subsidized by a private party, per 801 CMR 7.00

1. Date of Request: 02/06/12	2. Travel Request #:	3. Department/Division: DPH	4. DEPT/UNIT: 0294/294	5. Appropriation No.: 8100-9749
6. Name of Traveler(s): Sonja Farak		7. Title(s): Chemist II (Unit 9)	8. Dates of Travel: 03/18/12 - 03/23/12	8.a Destination Dulles, VA
9. Travel Itinerary and Justification (If travel is privately subsidized, statement of purpose must include anticipated benefit to the Commonwealth and Employee): Ms. Farak will be traveling to Dulles, VA March 18, 2012 through March 23, 2012 to attend a training seminar for Forensic Scientists involved in the analysis of controlled substances conducted by the Special Testing and Research Laboratory of the Drug enforcement Agency (DEA). The purpose of this seminar is to enhance Ms. Farak's skill as a Forensic Scientist. The 5 day training will include knowledge about analyzing different controlled substances, and the chemistry related to the analysis of controlled substances.				
<input checked="" type="checkbox"/> Supporting documentation, i.e. agendas or brochures, is attached. Signature of Bureau Director/Assistant Commissioner/Hospital Director: <u>Wendy Wilson</u> Date: <u>2-14-12</u>				

10. Estimated Expenses:		Private Funds	State/Federal Funds	Personal Funds	Other Funds
Transportation: (check all that apply)					
<input checked="" type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Taxi			\$587.40		
Car: <input type="checkbox"/> State <input checked="" type="checkbox"/> Personal <input type="checkbox"/> Rental			\$140.00		
			\$37.71		
Parking		Days	Rate/Amount		
		1	\$ 45.00	\$45.00	
Lodging:		5	\$ 118.80	\$594.00	
Meals:		1	\$ 87.50	\$87.50	
Other: (please list): Tips Registration Fee					
Sub Total(s)			\$1,491.61		
		<b>Grand Total</b>	<b>\$1,491.61</b>		

11. Include names of all other travelers (including family, friends or coworkers) and how they will pay. In addition, if the travel consists of a non-business component, please describe:

*[Large empty box for handwriting]*

12. Privately Subsidized Travel Information:

Not Applicable

Name of Contact Person:	Describe all activities offered and intent to participate:
Company:	
Address:	
Business Activity:	
Telephone Number:	Relationship Between Private Party and the

13. Certifications and Authorizations

I hereby certify under the pains and penalties of perjury that, to the best of my knowledge, the above information is true and correct.

Signature of Traveler: *[Handwritten signature]*

Date: *2-13-12*

I hereby certify that

Delegation from Secretary granted.

Signature of Department Head or Designee:

Title:

Date:

Approved

Disapproved

Approved With Modifications

Comments Attached

**DEA Chemist Seminar March 2012**

DEA-Forensic Chemist Seminar [DEA-Forensic.Chemist.Seminar@usdoj.gov]

**Sent:** Tuesday, January 17, 2012 1:33 PM  
**To:** Broil [dcbroil@kckcc.edu]; Clasky [vemclasky@slmpd.org]; Conklin [nconklin@mdsp.org]; Farak, Sonja (DPH); Fullner [dfullner@sbcisd.org]; Habib [N4580@lapd.lacity.org]; Harmon [cherish.harmon@fortworthgov.org]; Hart-Nibrigg [V9248@lapd.lacity.org]; Jeandron [jennifer.jeandron@fortworthtexas.gov]; Saunchez [psaunchez@sbcisd.org]; Vandermark [TPVandemark@co.pg.md.us]  
**Attachments:** General Course Information.doc (44 KB) ; Acceptance Letter.pdf (19 KB) ; confirmation sheet.xls (39 KB)

Congratulations! We are pleased to inform you that you have been accepted to the DEA State and Local Chemist Seminar held from March 19<sup>th</sup> – 23<sup>rd</sup>, 2012. The seminar will be located at the DEA Special Testing and Research Laboratory in Dulles, VA.

Please review the attached information and complete the confirmation form to confirm your enrollment as soon as possible. The confirmation form can be faxed or emailed.

We look forward to your participation, and see you in March.

Sincerely,  
Mary

*Mary A. Yohannan*  
Forensic Chemist/DEA State and Local Chemist Coordinator  
DEA Special Testing and Research Laboratory  
Dulles, VA 20166  
703-668-3300  
703-668-3320-Fax  
*One Person Can Make a Difference and Everyone Should Try. JFK*



**U. S. Department of Justice**  
Drug Enforcement Administration  
Special Testing and Research Laboratory  
22624 Dulles Summit Court  
Dulles, VA 20166-9509

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January 4, 2012

Dear Applicant,

I am pleased to confirm your enrollment in the Drug Enforcement Administration (DEA) Forensic Chemist Seminar scheduled for March 19<sup>th</sup>-23<sup>rd</sup>, 2012. Please complete the attached confirmation form to confirm your enrollment status as soon as possible and email it to [DEA-Forensic.Chemist.Seminar@usdoj.gov](mailto:DEA-Forensic.Chemist.Seminar@usdoj.gov) or fax it to (703) 668-3320 attention DEA State and Local Forensic Chemist Seminar.

DEA has reserved a room for your convenience at a local hotel. The room rate is \$108.00 per night for both single and double occupancy, plus 10% tax. If you are planning on sharing a room with a co-worker, please inform the hotel with whom you will be sharing. Please contact the hotel by February 28<sup>th</sup>, 2012 to confirm your reservation with a credit card. If you do not confirm your reservation, we may not be able to arrange alternate accommodations. Please contact the hotel at the following phone number and let them know you will be staying under the block of rooms for the DEA Forensic Chemist Seminar:

The Hyatt Place  
21481 Ridgetop Circle  
Sterling, VA 20166  
888-478-8950

The closest airport to The Hyatt Place is Dulles International Airport. The Hyatt Place offers a free shuttle to and from the airport. Please call them to arrange for transportation.

The seminar will be held at the DEA Special Testing and Research Laboratory. The seminar begins at 8:00am on Monday. The hotel will provide transportation to and from the laboratory. Please meet in the lobby of the hotel promptly at 7:15am to catch the shuttle. If you make alternate lodging arrangements you will be responsible for transportation to the seminar site. You can expect the seminar to end around 4:00pm each day except Friday. On Friday we will be finished by noon.

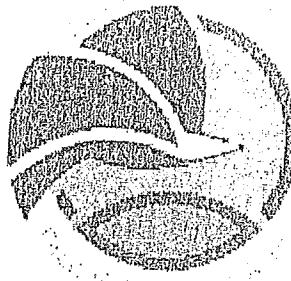
On the first day of the seminar please dress in business attire as we will be taking a class photo. For the rest of the week business casual dress is permissible, but on some days there may be long periods of standing so please consider comfortable footwear. Personal protective equipment will be provided, however, if you wear prescription safety glasses, you may want to bring them with you for the days in the lab. Please be aware that photographs will not be permitted.

The hotel provides a substantial continental breakfast daily. In order to adhere to the seminar schedule, the laboratory has arranged catered lunches at an expense of \$15 per day, except Friday. Light refreshments will also be provided throughout the day. A receipt for lunch expenses will be provided.

I am looking forward to your participation in this seminar and I am confident that the training received will benefit you and your laboratory. If you have any questions, please call Mary Yohannan or Roxanne Franckowski 703-668-3300.

Sincerely,

The signature of Jeffrey H. Comarin, written in cursive ink.  
Jeffrey H. Comarin  
Laboratory Director



## DRUG ENFORCEMENT ADMINISTRATION FORENSIC CHEMIST SEMINAR

June 6-10, 2011

Monday, June 6, 2011

8:00 am - 8:30 am	Welcome
8:30 am - 10:00 am	Cocaine Processing and Signature
10:00 am - 10:15 am	Break
10:15 am - 11:15 am	Cocaine Chemistry
11:15 am - 11:45 am	Emerging Trends
11:45 am - 12:30 pm	Lunch
12:30 pm - 1:30 pm	Hallucinogens
1:30 pm - 2:30 pm	Mass Spectrometry
2:30 pm - 2:45 pm	Break
2:45 pm - 3:15 pm	Drug Standards
3:15 pm - 4:00 pm	Steroids

As per Grace Connolly, I am attaching the Agenda from last year's Seminar (same training) due to the fact that this year's Agenda has not been published or released as of yet. Thank you for your understanding.

Tuesday, June 7, 2011

9:00 am - 10:15 am	HPLC and CE
10:15 am - 10:30 am	Break
10:30 am - 11:45 am	Opium to Heroin Processing
11:45 am - 12:45 pm	Lunch
12:45 pm - 1:45 pm	Spectroscopy
1:45 pm - 2:00 pm	Break
2:00 pm - 4:00 pm	Courtroom Testimony

Wednesday, June 8, 2011

9:00 am - 10:30 am	Clandestine Laboratories
10:30 am - 10:45 am	Break
10:45 am - 11:45 am	Analysis of Clandestine Laboratories
11:45 am - 12:45 pm	Lunch
12:45 pm - 1:15 pm	Piperazines
1:15 pm - 2:00 pm	Marijuana and Synthetic Cannabinoids
2:00 pm - 2:10 pm	Break
2:10 pm - 4:00 pm	Group Forum

Thursday, June 9, 2011

8:00 am - 4:00 pm

Hands-On Group Sessions  
(Participants will be divided into groups.)

Friday, June 10, 2011

9:00 am - 9:30 am

Counterfeit Tablets

9:30 am - 10:30 am

Logo Index

10:30 am - 10:45 am

Break

10:45 am - 11:30 am

Quality Assurance

11:30 am - 12:00 pm

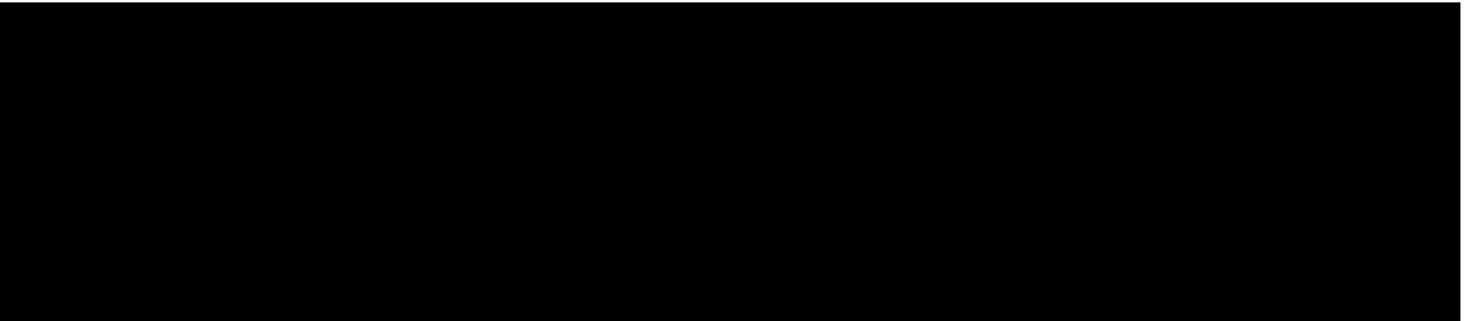
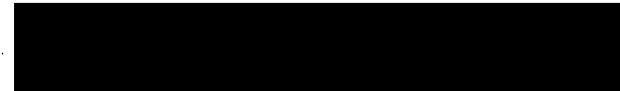
Closing



Directions to Bradley International Airport  
11 Schoephoester Road, Windsor Locks,  
Connecticut - (860) 594-2530  
41.4 mi – about 45 mins

Save trees. Go green!

Download Google Maps on your  
phone at [google.com/gmm](http://google.com/gmm)



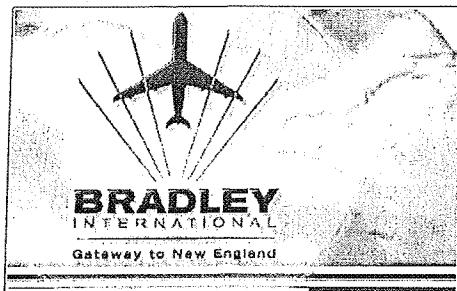
- 20 5. Take exit 40 to merge onto CT-20 W/CT-401 N toward Bradley International Airport go 2.1 mi  
About 2 mins total 39.6 mi
- 6. Take the CT-75 exit toward Poquonock/Suffield go 0.2 mi  
total 39.8 mi
- 75 7. Turn right onto CT-75 N/Ella Grasso Turnpike/Turnpike Rd go 0.6 mi  
About 1 min total 40.4 mi
- 8. Turn left onto Schoephoester Rd go 0.6 mi  
About 1 min total 41.0 mi
- 9. Turn right go 0.4 mi  
Destination will be on the right total 41.4 mi  
About 1 min

**Bradley International Airport**  
11 Schoephoester Road, Windsor Locks, Connecticut - (860) 594-2530

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.



Date/Time: 2/6/2012 - 10:08 AM

Quick Links:  [Home > Parking > Rates](#)Search **Arrivals****Rates****Departures**

Note: Prices are subject to change without notice. Travelers are encouraged to contact Standard Parking at (860) 627-3555 to determine if prices have changed.

**Advisory**

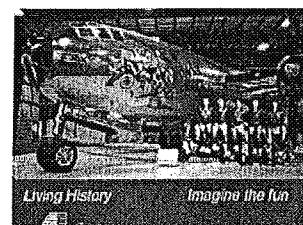
All commercial airline service operates out of Terminal A. Terminal B is closed with the exception of State Police, Troop W. offices located on the 3rd floor. Lost & Found items can be acquired at this location.

**Community**

<b>Rates:</b>	Up to 30 minutes: \$2.50
	30 to 60 minutes: \$4.50
	1 - 1.5 hours: \$6.25
	Each additional 30 minutes: \$1.00
	Daily: \$22.00
	Weekly: \$75.00

**Contact Us**

**Short-Term Garage** - Closest parking to all airlines in Terminal A.

**Directions**

<b>Rates:</b>	Up to 30 minutes: \$2.50
	30 to 60 minutes: \$4.50
	1 - 1.5 hours: \$6.25
	Each additional 30 minutes: \$1.00
	Daily: \$26.00 (7 - 24 hours)

**Flights**

**Lot B** - Short walking distance to all airlines in Terminal A and the International Arrivals Building. Shuttle Service not offered to/from Lot B.

<b>Rates:</b>	Up to 30 minutes: \$2.50
	30 to 60 minutes: \$4.50
	1 - 1.5 hours: \$6.25
	Each additional 30 minutes: \$1.00
	Daily: \$8.00 (2 - 24 hours)
	Weekly: \$48.00

**Parking****Long Term Lot 1**

Shuttle buses transport passengers to Terminal A for all airlines. The shuttles run on a continuous loop, 24 hours a day, 7 days a week.

<b>Rates:</b>	Up to 1 hour: \$4.00
	1 - 2 hours: \$5.00
	2 - 3 hours: \$6.00
	Each additional hour: \$1.00
	Daily: \$11.00 (7 - 24 hours)
	Weekly: \$55.00 (5 - 7 days)

**Services****Economy Lot 3**

Shuttle buses transport passengers to Terminal A for all airlines. The shuttles operate on a continuous loop, 24 hours a day, 7 days a week.

<b>Rates:</b>	Up to 1 hour: \$4.00
	1 - 2 hours: \$5.00
	2 - 3 hours: \$6.00
	Each additional hour: \$1.00
	Daily: \$7.50 (4 - 24 hours)
	Weekly: \$45.00 (6 - 7 days)

**Transport****Economy Lot 4**

Shuttle buses transport passengers to Terminal A for all airlines. The shuttles operate on a continuous loop, 24 hours a day, 7 days a week.

<b>Rates:</b>	Up to 1 hour: \$4.00
	1 - 2 hours: \$5.00

**Visitors**

2 - 24 hours:	\$6.00
Daily:	\$6.00 (2 - 24 hours)
Weekly:	\$36.00 (6 - 7 days)

**Economy Lot 5B**

Closed effective October 1, 2010.
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Arrivals	Contact Us	Flights	Management	News	Services	Transport
Departures	Department Of Transportation	Airlines Arrivals	2012 Meeting Dates	Annual Report Bulletin Construction	Accessibility Agencies	Limo Local Buses
Advisory	Employment	Departures Charters	Administration Badging	Media	Cargo	Rental
Permitted	FAQ	Destinations Direct Flights	Board Minutes Department Of Transportation	Press Traffic	Clubs	Taxi
Travel Tips	Security	Schedules Terminals Weather	Connecticut Airport Authority Board of Directors Security Directives Strategic Plan	Parking Garage Maps Rates	Lost & Found Map Registration Services & Concessions	Visitors Accommodations Attractions Facilities


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## Washington DC Trip Details: Flight

[See different flights](#)

### Flight

**Leave** Sun, Mar 18

**Total time:** 1hr 30min

**Depart** Hartford, CT, United States  
Bradley International (BDL)

**United Airlines** 3782  
Economy · Canadair 700  
319 mi | 1hr 30min  
[Seat map](#)
**Arrive** Washington DC, DC, United States  
Dulles Airport (IAD)

Flight 3782 Operated by /UNITED EXPRESS/MESA AIRLINES

**Return** Fri, Mar 23

**Total time:** 3hr 16min

**Depart** Washington DC, DC, United States  
Dulles Airport (IAD)

**United Airlines** 3482  
Economy · Embraer 170  
194 mi | 1hr 4min  
[Seat map](#)
**Stop 1** Pittsburgh, PA, United States  
Pittsburgh Int'l Apt. (PIT)

Flight 3482 Operated by /UNITED EXPRESS/SHUTTLE AMERICA

Change of planes. Time between flights: 0hr 43min

**Depart** Pittsburgh, PA, United States  
Pittsburgh Int'l Apt. (PIT)

**United Airlines** 2190  
Economy · Embraer RJ135-145  
405 mi | 1hr 29min  
[Seat map](#)
**Arrive** Hartford, CT, United States  
Bradley International (BDL)

Flight 2190 Operated by AX TRANS STATES A/L DBA US A/W EXP.

Baggage fees are NOT charged at booking.

### Package Savings! Save even more when you add a hotel now!

Get discounted rates you won't find by booking flight and hotel separately.

### Prices are for your selected Flight + Hotel

Check-in: Sun, Mar 18, 2012, Check-out: Fri, Mar 23, 2012, Nights: 5, Guests: 1, Rooms: 1

[Search all 433 Washington DC hotels](#)

#### Renaissance Washington, DC Dupont Circle Hotel Washington DC



★★★★

Reviewer score

4.0 | out of 5

Only \$1,676\*

more

[Add hotel](#)

#### State Plaza Hotel Washington DC



★★★★

Reviewer score

4.0 | out of 5

Only \$1,097\*

more

[Add hotel](#)

Special offer included

#### BEST WESTERN Pentagon Hotel - Reagan Airport Washington DC



★★★

Reviewer score

3.1 | out of 5

Only \$477\*

more

[Add hotel](#)

#### The District Hotel Washington DC

Act Fast! Only 3 rooms left at this price!

Only \$742\*

★★★★

Farak\_email\_PRR\_001318

Reviewer score  
2.8 out of 5

Special offer included

L'Enfant Plaza Hotel Washington DC

Reviewer score  
3.8 out of 5

Only \$1,410\*  
more

Add hotel

Search all 433 Washington DC hotels

\*Taxes and fees included



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CST 2065530-50; Hawaii 1AR-5627; Iowa 644; Nevada 2003-0387; Washington 602-102-724





## Airline fees

Many airlines charge fees for baggage and other services. Amounts vary by airline and are subject to change. Orbitz does not collect these fees.

Select airline:

United Airlines

### United Airlines airline fees

		Travel To							
Travel From		United States (except Hawaii), Canada, Puerto Rico, U.S. Virgin Islands	Hawaii	The Caribbean	Mexico and Central America	Africa **, Europe, India, the Middle East and South America† (except Brazil and Venezuela)	Asia‡ (except Japan), Australia, and New Zealand	Micronesia*	Japan
		1st Bag	US\$ 25	US\$ 25	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0
United States (except Hawaii), Canada, Puerto Rico, U.S. Virgin Islands		2nd Bag	US\$ 35	US\$ 35	US\$ 40	US\$ 40	US\$ 70	US\$ 70	US\$ 0
		1st Bag	US\$ 25	US\$ 25	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0
Hawaii		2nd Bag	US\$ 35	US\$ 35	US\$ 40	US\$ 40	US\$ 70	US\$ 70	US\$ 40
		1st Bag	US\$ 25	US\$ 25	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0
The Caribbean		2nd Bag	US\$ 40	US\$ 40	US\$ 40	US\$ 40	US\$ 70	US\$ 70	US\$ 0
		1st Bag	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0
Mexico and Central America		2nd Bag	US\$ 40	US\$ 40	US\$ 40	US\$ 40	US\$ 70	US\$ 70	US\$ 0
		1st Bag	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0	US\$ 0
Africa**, Europe, India, the Middle East and South America† (except Brazil and Venezuela)		2nd Bag	US\$ 70	US\$ 70	US\$ 70	US\$ 70	US\$ 70	US\$ 70	US\$ 0



Hampton Inn & Suites Washington-Dulles International Airport  
22700 Holiday Park Drive, Sterling, Virginia, 20166, USA  
1-703-537-7800

### Reservation Summary

18 Mar 2012 - 23 Mar 2012, 2 rooms for 2 adults

The rooms you've chosen for this reservation are presented below. You may change the rooms, or select 'Continue' to finish your reservation.

#### ROOM TYPES

##### Room 1 of 2

1 adult

1 KING BED NONSMOKING   
State Government

##### Room 2 of 2

1 adult

1 KING BED NONSMOKING   
State Government

Price per night: \$108.00

Price per night: \$108.00

Taxes: \$10.80

Taxes: \$10.80

[View/Change](#)  
[Rate details](#)

[View/Change](#)  
[Rate details](#)

Would you like to change your rate? [Start Over](#) (This will start your room selection process from the beginning.)

[Continue](#)

[Print Close](#)

## Hampton Inn & Suites Washington-Dulles International Airport

### Rate details State Government

Current State or Local Government Employee ID or Travel Orders required at check-in. Includes hot breakfast, HS internet and fitness center. Not applicable if attending a group or convention. Limit 2 rooms per reservation.

#### Room: 1 KING BED NONSMOKING

DATE	Price per night	TAX	TOTAL (USD)
18 Mar 2012	108.00	10.80	118.80
19 Mar 2012	108.00	10.80	118.80
20 Mar 2012	108.00	10.80	118.80
21 Mar 2012	108.00	10.80	118.80
22 Mar 2012	108.00	10.80	118.80
Room Subtotal:			594.00

#### Rules & Restrictions

##### Taxes

- 10.00 % per room per night

##### Guarantee Policy

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

##### Cancellation Policy

If you wish to cancel, please do so by 6pm, hotel local time, on the day of arrival to avoid cancellation penalties.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

# DULLES TAXI

est. 1988  
and Sedan

# 703-481-8181

24 HOUR RESERVATIONS

[Home](#) | [Online Reservation](#) | [Rates](#) | [About Us](#)

Rate Breakdown/Service Charges, effective 08/23/2010

\$3.50-First 1/4 mile or part thereof

\$ .50-Each additional 1/4 mile or part thereof

\$1.50-Each additional passenger

\$ .50-Each 80 seconds of waiting time (\$22.50 per hour)

\$2.50-Surcharge when snow emergency is declared

Transportation provided via airline vouchers is restricted to the service and destination authorized by the airline. We must honor the directions given by the airlines or the voucher is void. Any questions relating to these matters must be handled directly with the airline.

Approximate distance and fares from Dulles Airport

Reagan National Airport 28 miles \$61

Virginia Locations

Arlington 23 miles \$45

Alexandria 27 miles \$52

Leesburg 18 miles \$41

Charlottesville Airport 93 miles \$191

City of Manassas 18 miles \$38

Manassas Park 16 miles \$37

Middleburg 25 miles \$55

Mount Vernon 38 miles \$81

Pentagon 26 miles \$57

Reston 10 miles \$25

Richmond Airport 128 miles \$261

Rosslyn 23 miles \$50

Tysons Corner 17 miles \$39

Warrenton 33 miles \$71

West Falls Church Metro Station 19 miles \$40

Winchester 60 miles \$125

Woodbridge 31 miles \$67

Maryland Locations

Andrews Air Force Base 45 miles \$95

Bethesda 25 miles \$55

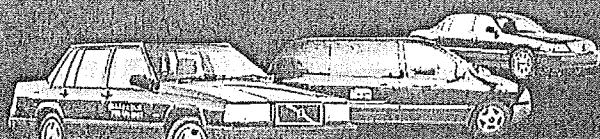
BWI Airport 58 miles \$121

3 miles \* 5 miles  
Hampton Inn → DEA Lab  
\* 2, M-Th, \* 1 Fri  
10 trips \* \$9 = \$90

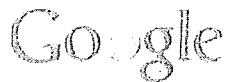
6 miles \* 2  
Airport → Hampton Inn

\$ 50

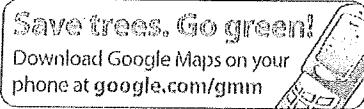
Total = \$ 140.00



CALL 703-481-8181 • 24 HOUR RESERVATIONS



Directions to 22624 Dulles Summit Ct, Sterling,  
VA 20166  
2.9 mi – about 7 mins



(A) 22700 Holiday Park Dr, Sterling, VA 20166

1. Head northeast on Holiday Park Dr toward Shaw Rd/State Route 636 go 0.1 mi  
total 0.1 mi
2. Turn right onto Shaw Rd/State Route 636 go 0.8 mi  
About 2 mins total 0.9 mi
3. Turn right onto VA-606 W/Old Ox Rd/Sterling Rd go 1.7 mi  
About 4 mins total 2.6 mi
4. Turn right onto Dulles Summit Ct go 0.3 mi  
Destination will be on the right total 2.9 mi  
About 1 min

(B) 22624 Dulles Summit Ct, Sterling, VA 20166

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.



Directions to Sterling, VA  
5.4 mi – about 9 mins

**Save trees. Go green!**

Download Google Maps on your  
phone at [google.com/gmm](http://google.com/gmm)



**(A) Washington Dulles International Airport**  
1 Saarinen Circle, Sterling, Virginia 20166 - (703) 572-2700

1. Head east on Saarinen Cir	go 0.3 mi total 0.3 mi
2. Continue onto Dulles Access Rd	go 0.6 mi total 0.9 mi
3. Take exit 9A toward Washington/Virginia 28/Virginia 267/U.S. 50/U.S. 7/Sterling/ Centreville/Interstate 495	go 459 ft total 1.0 mi
4. Keep left at the fork to continue toward Virginia 28 N	go 0.1 mi total 1.1 mi
5. Keep right at the fork to continue toward Virginia 28 N	go 0.2 mi total 1.3 mi
6. Keep left at the fork to continue toward Virginia 28 N	go 0.1 mi total 1.5 mi
7. Keep right at the fork to continue toward Virginia 28 N	go 0.2 mi total 1.6 mi
8. Keep right at the fork and merge onto Virginia 28 N About 4 mins	go 3.1 mi total 4.8 mi
9. Exit onto VA-625 E/W Church Rd toward Sterling	go 0.4 mi total 5.2 mi
10. Turn left onto Atlantic Blvd About 1 min	go 0.2 mi total 5.3 mi
11. Take the 1st right	go 161 ft total 5.4 mi
12. Take the 1st right onto Ruritan Rd/State Route 610	go 187 ft total 5.4 mi

**(B) Sterling, VA**

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2012 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.

Directions to [REDACTED]

42.4 mi – about 47 mins

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phone at [google.com/gmm](http://google.com/gmm)

**Bradley International Airport**  
11 Schoephoester Road, Windsor Locks, Connecticut - (860) 594-2530

1. Head northwest  
About 1 min go 0.5 mi  
total 0.5 mi
2. Slight left toward **Schoephoester Rd** go 331 ft  
total 0.5 mi
3. Turn right onto **Schoephoester Rd**  
About 1 min go 0.2 mi  
total 0.7 mi
4. Continue onto **CT-401 S**  
About 5 mins go 3.8 mi  
total 4.6 mi
5. Keep left at the fork, follow signs for I-91 N/Springfield and merge onto I-91 N  
Entering Massachusetts  
About 36 mins go 37.0 mi  
total 41.6 mi



These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.  
Map data ©2012 Google

Directions weren't right? Please find your route on [maps.google.com](http://maps.google.com) and click "Report a problem" at the bottom left.

### SUMMARY OF TRAVEL RATES

<u>Bargaining Unit</u>	<u>Effective Dates</u>	<u>Rate/Mile</u>	<u>Effective Dates</u>	<u>Parking/Tolls</u>	<u>Effective Dates</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	
Management/Confidential	10/01/05-07/05/08 07/06/08-02/21/09 02/22/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	07/01/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	11/07/05-Present	\$6.00	\$8.00	\$16.00	
1,3,6	09/12/05-07/05/08 07/06/08-02/21/09 02/22/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	07/10/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	07/01/07-Present	<u>In State and Prorated</u>  <u>Out of State Whole Day</u> <u>\$24.50/Day In Lieu of Meals</u>	\$3.75	\$6.50	\$9.50
2	09/12/05-07/05/08 07/06/08-02/21/09 02/22/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	09/12/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	07/01/07-Present	\$2.50	\$4.00	\$7.00	
7	09/12/05-07/05/08 07/06/08-03/14/09 03/15/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	07/10/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	07/01/05-Present	\$3.00	\$4.50	\$7.50	
8,10	09/12/05-07/05/08 07/06/08-02/21/09 02/22/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	07/10/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	01/01/07-Present	\$3.75	\$6.50	\$9.50	
9	09/12/05-07/05/08 07/06/08-02/21/09 02/22/09-Present	\$0.40/mile \$0.45/mile \$0.40/mile	07/10/05-11/14/08 11/15/08-Present	\$20.00/Applicable \$27.00/Applicable	07/01/07-Present	\$3.50	\$5.50	\$8.50	



**COMMONWEALTH OF MASSACHUSETTS**  
**INTERDEPARTMENTAL SERVICE AGREEMENT (ISA) FORM**

This Form is issued and published by the Office of the Comptroller (CTR) pursuant to 815 CMR 6.00 for use by all Commonwealth Departments. Departments may add non-conflicting additional terms, but changes to the official printed language of this Form shall be void.

BUDGET FISCAL YEAR: 2011	RFR REFERENCE NUMBER ENTER RFR NUMBER: OR <input checked="" type="checkbox"/> X N/A.		
MMARS ALPHA BUYER/PARENT DEPARTMENT CODE: POL	MMARS ALPHA SELLER/CHILD DEPARTMENT CODE: DPH		
BUSINESS MAILING ADDRESS: MASS STATE POLICE 470 WORCESTER RD., FRAMINGHAM, MA 01702	BUSINESS MAILING ADDRESS: MASS DEPARTMENT OF PUBLIC HEALTH 250 WASHINGTON STREET, BOSTON MA		
ISA MANAGER: DEBORAH BRODERICK	ISA MANAGER: YING WANG		
PHONE: 508-820-146	FAX: 508-820-2165	PHONE: 617-624-5253	FAX: 617-624-5260
E-MAIL ADDRESS: DEBORAH.BRODERICK@POL.STATE.MA.US		E-MAIL ADDRESS: YING.WANG@STATE.MA.US	

Purpose of ISA: (Check one option only and complete applicable information) (Attachment A required for New ISAs and all ISA Amendments)

New ISA. Current Maximum Obligation for total duration of ISA \_\_\_\_\_ (Use "N/A" for Non-Financial ISA.) (Attachment A required for New ISAs and all ISA Amendments.)

Amendment to Existing ISA. What is being amended? (Attachment C required for all Federal and Bond Account Amendments)

Amend Budget/Accounts, Change Maximum Obligation from: \$\_\_\_\_\_ to New Maximum Obligation \$\_\_\_\_\_ (Attachment B)

Amend Budget/Accounts, No Change in Maximum Obligation (Attachment B)

Amend Dates of Performance. New Dates of Service; Start Date: 12/5/10 End Date: 3/31/2012 (Subject to execution dates below.)

Amend Scope of Services/Performance

BRIEF DESCRIPTION OF PERFORMANCE GOALS TO BE ACCOMPLISHED BY ISA, OR IF AMENDMENT, IDENTIFY WHAT IS BEING AMENDED:

**In Accordance with the Program Narrative submitted with the FY2010 Paul Coverdell Forensic Science Improvement Program Application and outlined in the Grant Award.**

WILL SELLER/CHILD DEPARTMENT STATE EMPLOYEES (AA OBJECT CLASS) BE FULLY OR PARTIALLY FUNDED UNDER THIS ISA? No  Yes. If Yes, Seller/Child certifies that the ISA is not being used as an alternative funding mechanism for state employees, that the identified personnel in Attachment A are necessary for completion of the ISA due to particular expertise or other factors that can not be obtained through the use of contractors, and that if federal funds are being used, funds shall not be used to supplement the regular salary or compensation of any officer or employee of the Commonwealth for services performed during their regular working hours. M.G.L. c. 29, § 6B.

**ACCOUNT INFORMATION.** Complete for all new ISAs and Amendments (even if account information is not changing) Check one option, indicate "add", "delete" or "no change" and enter account fund major program code and program code

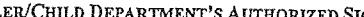
BGCN – non-subsidiarized (federal, capital, trust). Attachment C required for any new ISA or ISA Amendment involving federal funds.  
 BGCS – subsidiarized (budgetary)  
 Other (CT, RPO as authorized by CTR): \_\_\_\_\_  
 Non-Financial ISA (no funds are transferred from Buyer/Parent to Seller/Child), however, resources are committed to ISA.  
 Amendment with no Accounting Changes to Budget/Accounts or to Attachments B or C. (Indicate no change below and complete account information.)

X	ADD	DELETE	NO CHANGE	Account:8100-9749	Fund: 0100	Major Program Code: 619749	Program Code: F0CDBX0004
	ADD	DELETE	NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
	ADD	DELETE	NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:
	ADD	DELETE	NO CHANGE	Account:	Fund:	Major Program Code:	Program Code:

ISA ANTICIPATED START DATE: 12/5/2010, provided that the Seller/Child certifies that it will not incur any obligations related to this ISA prior to the date that this ISA is executed. NOR prior to the date that sufficient funding for the obligations for this ISA is available in the Seller/Child's account.

TERMINATION DATE OF THIS ISA: This ISA shall terminate on 31/12/2012 unless terminated or properly amended in writing by the parties in accordance

**BUYER/PARENT AND SELLER/CHILD DEPARTMENT CERTIFICATIONS.** IN WITNESS WHEREOF, by executing this ISA below, the Buyer/Parent and Seller/Child certify, under the pains and penalties of perjury, that Buyer/Parent and Seller/Child understand and agree that any Buyer/Parent or Seller/Child officer or employee who knowingly violates, authorizes or directs another officer or employee to violate any provision of state finance law relating to the incurring of liability or expenditure of public funds, including this ISA, may be considered to be in violation of M.G.L. c. 29, § 66, and therefore the Buyer/Parent and the Seller/Child agree to ensure that this ISA complies with, and that all staff or contractors involved with ISA performance are provided with sufficient training and oversight to ensure compliance with 815 CMR 6.00, CTR applicable policies and the ISA Terms and Conditions which are incorporated by reference into this ISA, in addition to the performance requirements identified in Attachment A of this ISA, and that all terms governing performance of this ISA are attached to this ISA or incorporated by reference herein, and the Buyer/Parent and Seller/Child agree to maintain the necessary level of communication (including immediate notification of any amendments to accounting information, program codes or performance needs), coordination, access to reports and other ISA information, and cooperation to ensure the timely execution and successful completion of the ISA, amendments, and state finance law compliance; and that the Buyer/Parent certifies it will ensure that sufficient funds are timely made available in the Seller/Child account(s), with the proper accounting codes, prior to the Seller/Child's need to begin initial or amended performance; and that the Seller/Child will not allow initial or amended performance to begin until the ISA is executed AND the ISA Seller/Child account is sufficiently funded to support encumbrances and payments for performance (including payroll), and the Seller/Child will make encumbrances and payments (including payroll) only from the authorized ISA Seller/Child account(s) and shall not be entitled to transfer charges made from any other account not approved in writing by CTR in advance of expenditures by the Seller/Child.

BUYER/PARENT DEPARTMENT'S AUTHORIZED SIGNATURE:   DATE: (Date must be handwritten by signatory at time of signature)	SELLER/CHILD DEPARTMENT'S AUTHORIZED SIGNATURE:   DATE: (Date must be handwritten by signatory at time of signature)
PRINT NAME: JOHN F. FLYNN	PRINT NAME: CAROL FOLTZ
PRINT TITLE: CHIEF ADMINISTRATIVE OFFICER	PRINT TITLE: CHIEF FINANCIAL OFFICER

U.S. Department of Justice, Office of Justice Programs

## National Institute of Justice

The Research, Development, and Evaluation Agency of the U.S. Department of Justice

### Coverdell Forensic Science Improvement Grants Program

The information on this page is based on the fiscal year 2010 award announcement, which contains further detail and instruction. Requirements for funding in future years may differ.

- Program Description and Purpose
- Eligibility
- Expected Results and Outcome
- Use of Funds
- Allocation of Fund
- Program Contact
- Legislation

Year	Base Formula	Competitive	Total
2002	\$10,000,000	\$0	\$10,000,000
2003	\$10,000,000	\$0	\$10,000,000
2004	\$10,000,000	\$0	\$10,000,000
2005	\$10,000,000	\$0	\$10,000,000
2006	\$10,000,000	\$0	\$10,000,000
2007	\$10,000,000	\$0	\$10,000,000
2008	\$10,000,000	\$0	\$10,000,000
2009	\$10,000,000	\$0	\$10,000,000
2010	\$10,000,000	\$0	\$10,000,000

Coverdell NFSIA Application and  
Award Totals, 2002–2009

#### Program Description and Purpose

The Paul Coverdell Forensic Science Improvement Grants Program (the Coverdell program) awards grants to states and units of local government to help improve the quality and timeliness of forensic science and medical examiner services. Among other things, funds may be used to eliminate a backlog in the analysis of forensic evidence and to train and employ forensic laboratory personnel, as needed, to eliminate such a backlog. States may apply for both "base" (formula) and competitive funds. Units of local government may apply for competitive funds.

A state or unit of local government that receives a Coverdell grant must use the grant for one or more of these three purposes:

1. To carry out all or a substantial part of a program intended to improve the quality and timeliness of forensic science or medical examiner services in the state, including those services provided by laboratories operated by the state and those operated by units of local government within the state.
2. To eliminate a backlog in the analysis of forensic science evidence, including, among other things, a backlog with respect to firearms examination, latent prints, toxicology, controlled substances, forensic pathology, questioned documents and trace evidence.
3. To train, assist and employ forensic laboratory personnel as needed to eliminate such a backlog.

#### Eligibility

States [1] and units of local government may apply for FY2010 Coverdell funds. States may be eligible for both "base" (formula) and competitive funds. Units of local government within States may be eligible for competitive funds and may apply directly to NIJ. State applications for funding MUST be submitted by the Coverdell State Administering Agency (SAA). (Other interested state agencies or departments must coordinate with their SAA.)

applicant must satisfy the specific application requirements outlined in this announcement, the general requirements for NIJ and OJP grants and all other applicable legal requirements.

The Coverdell law (at 42 U.S.C. § 3797k(4)) requires that, to request a grant, an applicant for Coverdell funds must submit:

- A certification and description regarding a plan for forensic science laboratories.
- A certification regarding use of generally accepted laboratory practices.
- A certification and description regarding costs of new facilities.
- A certification regarding external investigations into allegations of serious negligence or misconduct. See below for important notes and guidance regarding this certification.

Applicants are expected to review the requirements of each certification carefully before determining whether the certification may be properly made. Any certification that is submitted must be executed by an official who is both familiar with the requirements of the certification and authorized to make the certification on behalf of the applicant agency (that is, the agency applying directly to NIJ). Certifications must be made by using the templates that appear in Appendix 2.

Certifications made on behalf of subrecipients of award funds — rather than certifications made on behalf of the agency applying directly to the National Institute of Justice (NIJ) — are not acceptable to satisfy the certification requirements.

In connection with the certification regarding external investigations described above, applicants must provide, prior to receiving award funds, the name(s) of the existing “government entity” (or government entities). This information is to be provided as an attachment to the program narrative section of the application. See “What An Application Must Include,” below, and Appendix 3, which includes a template for the attachment.

Please note that funds will not be made available to applicant agencies that fail to provide the necessary information.

#### **Important Note on Referrals in Connection With Allegations of Serious Negligence or Serious Misconduct.**

The highest standards of integrity in the practice of forensic science are critical to the enhancement of the administration of justice. We assume that recipients (and subrecipients) of Coverdell funds will make use of the process referenced in their certification as to external investigations and will refer allegations of serious negligence or misconduct substantially affecting the integrity of forensic results to government entities with an appropriate process in place to conduct independent external investigations, such as the government entities identified in the grant application.

For each fiscal year of an award, recipients will be required to report to the National Institute of Justice on an annual basis--

1. the number and nature of any such allegations;
2. information on the referrals of such allegations (e.g., the government entity or entities to which referred, the date of referral);
3. the outcome of such referrals (if known as of the date of the report); and
4. if any such allegations were not referred, the reason(s) for the non-referral.

Payments to recipients (including payments under future awards) may be withheld if the required information is not submitted on a timely basis.

### Special Guidance on Certification Regarding External Investigations into Allegations of Serious Negligence or Misconduct.

The certification regarding external investigations has a number of requirements, each of which must be satisfied before the certification may be made. The official authorized to make the certification on behalf of the applicant agency must review each of the statutory elements and this guidance carefully before determining whether a certification may be properly made. After reviewing the information and guidance provided here, the official, on behalf of the applicant agency, must determine whether:

- A *government* entity exists
- With an appropriate *process in place*
- To conduct *independent, external investigations*
- Into allegations of serious *negligence or misconduct*
- Substantially *affecting the integrity* of the forensic results
- Committed by *employees or contractors*
- Of *any* forensic laboratory system, medical examiner's office, coroner's office, law enforcement storage facility, or medical facility in the State *that will receive a portion of the grant amount*.

**Note:** In making this certification, the certifying official is certifying that these requirements are satisfied not only with respect to the applicant itself but also with respect to each entity that will receive a portion of the grant amount. Certifying officials are advised that: (1) a false statement in the certification or in the grant application that it supports may be subject to criminal prosecution, including under 18 U.S.C. § 1001, and (2) Office of Justice Programs grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs and/or by the Department of Justice's Office of the Inspector General.

See the 2010 solicitation document (pdf, 32 pages) for guidance, provided by way of examples for applicant's review, is designed to illustrate elements of the external investigation certification that the official authorized to make the certification on behalf of the applicant agency must take into account in determining whether the certification may be properly made.

### Expected Results and Outcomes

The result of Coverdell grants to applicant States should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided in the State, including services provided by laboratories operated by the State and services provided by laboratories operated by units of local government within the State.

Reduction of forensic analysis backlogs is considered an improvement in timeliness of services. The result of Coverdell grants directly to units of local government should be a demonstrated improvement over current operations in the quality and/or timeliness of forensic science or medical examiner services provided by the local jurisdiction.

The output measures for Coverdell awards are:

1. Change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency.
2. The number of backlogged forensic cases analyzed with Coverdell funds, if applicable to the grant.
3. The number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with Coverdell funds, if applicable to the grant.

## Use of Funds

The types of expenses listed below generally may be paid with Coverdell funds.

1. **Personnel.** Funds may be used for forensic science or medical examiner personnel, overtime, fellowships, visiting scientists, interns, consultants, or contracted staff.
2. **Computerization.** Funds may be used to upgrade, replace, lease, or purchase computer hardware and software for forensic analyses and data management.
3. **Laboratory equipment.** Funds may be used to upgrade, lease, or purchase forensic laboratory or medical examiner equipment and instrumentation.
4. **Supplies.** Funds may be used to acquire forensic laboratory or medical examiner supplies.  
Note: To help ensure compliance with the National Environmental Policy Act (NEPA) and Department of Justice regulations, Coverdell awardees who intend to use funds for activities involving the use or purchase of chemicals will be required to submit additional information. Please see the "Additional Requirements" section of the fiscal year 2010 announcement (pdf, 32 pages). Applicants should note that award recipients whose proposals involve the use or purchase of chemicals may encounter delays in the release of their award funds pending satisfactory completion of the NEPA review process.
5. **Accreditation.** Funds may be used to prepare for laboratory accreditation by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB), Forensic Quality Services *International* (FQS-I), the National Association of Medical Examiners (NAME), or other appropriate accrediting bodies. Funds also may be used for application and maintenance fees charged by appropriate accrediting bodies.
6. **Education, training and certification.** Funds may be used for appropriate internal and external training of staff that are directly and substantially involved in providing forensic science or medical examiner services. In appropriate cases, funds also may be used for

fees charged by appropriate certifying bodies for certification of staff in specific forensic discipline areas. All education, training, and certification activities must be designed to improve the quality and/or timeliness of forensic science or medical examiner services. The grant application should demonstrate that the proposed training or certification is directly related to the job position and duties of the individual(s) receiving the training or seeking certification.

7. **Facilities.** Funds may be used for program expenses relating to facilities, provided the expenses are directly attributable to improving the quality and/or timeliness of forensic science or medical examiner services. Funds also may be used for renovation and/or construction undertaken as part of the applicant's program to improve the quality and/or timeliness of forensic science or medical examiner services.

**Limitations on use of funds for costs of new facility.** The Coverdell law limits the amount of funds that can be used for the costs of a new facility or facilities. Maximum amounts are determined by the total amount of the Coverdell grant (including both base and competitive funds) and the total amount of funds available for Coverdell grants nationwide. See the fiscal year 2010 solicitation (pdf, 32 pages) for formulas to calculate the maximum amounts that may be used for costs of new facilities.

**Note:** To help ensure compliance with NEPA and Department of Justice regulations, Coverdell awardees who intend to use funds for activities involving the renovation or construction of facilities will be required to submit additional information.

8. **Administrative expenses.** Not more than 10 percent of the total amount of a Coverdell grant may be used for administrative expenses.

The following expenses that are not permitted:

1. Expenses other than those listed above (including expenses for general law enforcement functions or non-forensic investigatory functions).
2. Costs for any new facility that exceed the limits described above.
3. Administrative expenses that exceed 10 percent of the total grant amount.

#### Match requirement

There is no state or local match required under the Coverdell program.

#### Allocation of Funds

##### “Base” funds for States

Approximately 75 percent of the funds available for Coverdell grants will be allocated among eligible States based on population. See “Estimated Amount of Base Funds, by State (pdf, 32 pages)” in the fiscal year 2010 solicitation for the approximate amount for each eligible State.

### Competitive funds for States and units of local government

Twenty-five percent of the available funds will be allocated among States and units of local government through a competitive process. The average annual number of part 1 violent crimes reported by each State to the Federal Bureau of Investigation for calendar years 2006–2008, existing resources, and current needs of the potential grant recipient will be considerations in award decisions. For FY 2010, the maximum amount a State or unit of local government may receive in competitive funds is \$175,000.

Units of local government that provide forensic science or medical examiner services (whether through a forensic science laboratory, medical examiner's office, or coroner's office) may apply directly to NIJ for competitive funds. A State may apply through its SAA for competitive funds for forensic sciences improvements above and beyond those it can accomplish with its estimated amount of base funds.

### Minimum awards to States

The Coverdell law sets a floor for the total amount an eligible applicant State will receive as its Coverdell grant. For FY 2010, the minimum Coverdell grant to an eligible State is estimated to be not less than \$199,728. If the amount a State would otherwise receive as its total Coverdell grant (including both base funds and any competitive funds) is less than the minimum grant amount set by the Coverdell law, NIJ will increase that state's total grant to the minimum grant amount.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### Authorizing Legislation

Public Law Number 106-561 (12/21/2000): An Act to improve the quality, timeliness, and credibility of forensic science services for criminal justice purposes, and for other purposes. Cited as Paul Coverdell National Forensic Sciences Improvement Act. S.3045; Text or PDF.

Public Law Number 107-273 (H.R. 2215): In 2002, this amendment made these funds available to units of local government as well as States.

Public Law Number 108-405 (H.R. 5107): In 2004, this Act expanded the Coverdell program to include a forensic science backlog reduction component and the requirement of a new certification regarding external investigations.

### Program Contacts

If you would like to speak with someone at NIJ about this program, contact Alan Spanbauer, program manager at 202-305-2436 or [alan.spanbauer@usdoj.gov](mailto:alan.spanbauer@usdoj.gov).

Next Section: Fiscal Year 2009 NFSIA Report.

### Notes

(1) For purposes of the Coverdell program, the term "State" means each of the 50 States, the

District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. For certain purposes, American Samoa and the Northern Mariana Islands are treated as one State.

*Date Modified: September 29, 2009*

## Travel Detail Screen

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### Regular - Group Travel - Completed

Sequence Number: 12-320

Bureau: LAB

Date Received: 02/15/2012

Six Weeks Flag?

Departure Date: 03/18/2012

Return Date: 03/23/2012

Traveler's Group Name: Lleshi, Farak

Travel Cost: \$2,843.26

Number of Travelers: 2

Funding Source: fed: 8100-9749

Account: 8100-9749

Travel Event: Drug Enforcement Admin. Forensic Chemist

Destination: Dulles

Primary State: Virginia

Out of State Travel?

Only Federal Funds?

#### Travel Status:

Date	Status	Notes	Entered By
02/27/2012	Approved by EOHHS		esullivan
02/22/2012	Sent to EOHHS		esullivan
02/22/2012	Approved by DPH		esullivan
02/22/2012	Commissioner's Office first level review complete	Sent for final DPH review.	cmcsheffery
02/21/2012	Sent to Commissioner's Office		cmcsheffery
02/15/2012	Sent to Budget Account Manager		enguyen
02/15/2012	A&F Director has reviewed and approved the TAF		enguyen
02/15/2012	New request		enguyen